[redacted]

MAJOR AWARDS

14 OCTOBER 1976

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 1001 AMES BUILDING	2086	DATE 7 October 1976

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Mr. F. W. M. Janney 5E 58 Headquarters				Attached is the AGENDA for the Suggestion and Achievement Awards Committee Meeting on Thursday, 14 October 1976 at 0930 in 5E 62, Headquarters.
2.				
3.				[redacted]
4.				
5.				25X1A
6.				
7.				
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14 Oct

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CONFIDENTIAL

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

MINUTES

25 August 1976

On Wednesday, 25 August 1976 at 0930, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5 E 62, Headquarters. The following were present:

25X1A

[redacted]

Office of the Director
Directorate of Science and Technology
Directorate of Operations
Directorate of Intelligence
Directorate of Administration

Office of Security

Special Achievement No. 50

Executive Secretary
Incentive Awards Officer

MINUTES

The minutes of the 23 June 1976 Meeting were approved as written.

XEC. SEC. EPORT

Since the 23 June 1976 Meeting, 81 suggestions have been received; 73 or 90% were eligible and 8 ineligible. The Committee's Staff closed 111 cases. Three Special Achievement and three Exceptional Accomplishment Award nominations were received since the last meeting.

Committee Members, Alternates and Coordinators have been notified of the National Association of Suggestion Systems Conference 25 - 28 September in Orlando, Florida.

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MITTEE CTION The Committee took the following action on the cases listed below:

	NO.	SUBJECT	ACTION
25X1A	SA-50	Special Achievement Award - [redacted] OSI	$1,500 award (EXCEPTIONAL/BROAD).
25X1A	SA-55	Special Achievement Award - [redacted], ODP	$1,000 award (EXCEPTIONAL/EXTENDED).
25X1A	SA-58	Special Achievement Award - [redacted] DDA	*Deferred. The Committee wished a more definitive explanation of savings to the U. S. Government.

ADJOURNMENT The meeting was adjourned at 0955.

[redacted] 25X1A

Executive Secretary
Suggestion and Achievement Awards Committee

25X1A

*The Executive Secretary contacted the [redacted] DDA for data as to savings involved and wrote an addendum to the initial DDA nomination to explain the range of amounts returned to the U.S. Treasury. On 26 August 1976, each Committee Member signed off in agreement with the explanation and a $1,000 Special Achievement Award for [redacted] 25X1A

[redacted] 25X1A

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 76-465: dated 3 November 1975
[redacted], GS-12
Photogrammetrist
Directorate of Science and
Technology/NPIC

A. Summary of Suggestion

1. Background

Microfilming of very large mission technical documents--Mission Correlation Data (MCD), Mission Parameter Files (MPF) and Mission Performance Reports (MPR)--was accomplished by printing expensive, one-part, heavy-stock paper copies of each report for every portion of every mission. The end result was one or more 16mm microfilm copy in roll form (or cartridge, an option left up to the ultimate user). These products are highly acceptable in quality and format due to the unique sequential type of information which comprises the input. The need for indexing the data is eliminated by this uniqueness. Thus, to put such data in microfiche form as opposed to roll film, was not necessary and would be a waste of effort on these particular files. The "rotoline" (a high speed, rotary camera which films stacks of paper copies) is a good instrument, although constant quality control checks must be made each time a run is made. It was fast and as long as the paper copy to be filmed is in good shape, it was fast. Rotoline copying had one major drawback -- it made copying of these files expensive because the paper copies, once filmed, were destroyed. As the duration of the photo missions which create these files increase, the resultant stacks of paper which are created grow larger. In order to eliminate these stacks of paper, the 16mm microfilm system was used.

2. Suggestion

Film MCD's, MPR's, MPF's and any other data on upcoming classified systems which normally produce voluminous, sequential, data reports using the computer output microfilm system (COM).

25X1D B. Evaluation

[redacted]

2. This suggestion removed several of the following costly and time-consuming steps used to established a mensuration data file required for NPIC photogrammetric projects and numerous external Intelligence Community photogrammetric projects:

a. Paper - Eliminates the need to print out on paper technical data from each mission segment. This saves 20 boxes of heavy duty stock paper a year.

b. Machine Time - Reduces machine time (microfiche and printer) by more than 75% in the creation of the mensuration data file. The major time saving occurs in the microfiching, as now Photogrammetry Division can go directly to the COM from magnetic tape. There is no tangible application, however, because NPIC owns the machine and cannot eliminate its use altogether.

c. Manhours - Reduces the manhours required to generate the mensuration data file and to microfiche.

d. Space - Reduces the storage requirement within PHD for this file. Also provides a space savings to the customers.

e. Search - Saves immeasurable time required by the photogrammetrist in locating data within the file when working on a project.

3. NPIC calculated annual cost savings at $853.60 (detailed description attached). They also rated intangible benefits SUBSTANTIAL/BROAD.

C. Recommendation of Executive Secretary

1. Beyond line of duty. [redacted] is responsible for the dissemination of this material to the Intelligence Community. However, he was not assigned to look for a new technique. He did much research on his own time and took courses to learn more about the subject. 25X1A

2. $450 award based on annual savings of $854 ($90), plus SUBSTANTIAL/BROAD intangible benefits ($360).

D. Decision of the Committee

✓ Approved $450 Award

Disapproved 14 OCT. 1976 Date

Att

COST SAVINGS

1. Computer Operation Section

   a. Paper

   1 box per bucket MCS and MPR
   1/2 to 2/3 box per bucket (MPF)
   Total for 12 buckets - 20 boxes
   @ $19.82 each — $396.40

   b. Labor

   1 man hour to list each bucket.
   12 hours @ $5.84 per hour — 70.08

2. Microfiche Section

   a. Film

   $20.50 per bucket - 12 @ $20.50 — 246.00

   b. Labor

   2 manhours per bucket - 24 hours @
   $5.88 per hour — 141.12

   $853.60

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A SUGGESTION NO. 77-71: dated 25 August 1976
[redacted], WG-08 (GS-07 equivalent)
Nailing Machine Operator
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

25X1A Previously, two men, using a Craftsman table saw, cut all requirements for plywood boxes in OL/Supply Division/[redacted]/Packing and Crating Section. One man ran the plywood through the saw to the second man on the other side.

2. Suggestion

By using the large Diehl table saw, purchased in June 1974, one man can now cut all of the needed 4 x 8 ft. plywood sheets. The sawyer is restricted only by the materials he has to work with and the net weight of the item to be packed inside the box once constructed. By using this system, the second man is freed to work elsewhere in the Packing and Crating Section.

B. Evaluation

1. OL said that after studying the operation closely and experimenting somewhat, the suggester was able to demonstrate that the cutting of plywood sheets could be reduced to a one-man operation. This was accomplished by loading the sheets on a fork truck and positioning the load at a suitable height which enabled one man to slide the sheets directly into the saw.

2. Tangible savings: the saw is used to cut plywood sheets on an average of five hours each working day. This

suggestion saves five man-hours per day or a total of 1,300 hours annually (5 hours per day x 260 days per year) @ $5.82 per hour (WG-08) = $7,566 annual savings. Simplification of this cutting operation by reducing it to a one-man operation has provided management with more flexibility in the assignment of its staff and enabled it to apply the man-hours saved to other production operations.

3. In answer to questions from the Committee's staff, OL also provided the following input:

a. During 1973 and 1974, the Central Depot had a total of 10,295 overtime hours worked. In 1975 and 1976, the period of the suggestion, overtime dropped 5,206 hours. The overtime involves 40 to 50 Depot employees.

b. The above reduction is not all attributable to this suggestion. However, adoption of the suggester's recommendations helped to a degree in the reduction of overtime costs but Central Depot still has overtime requirements.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. $430 award based on annual savings of $7,566.

D. Decision of the Committee

✓	Approved	#430	Award
	Disapproved	14 OCT. 1976	Date

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